

ENTERPRISE FUNDS

This section contains the adopted budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

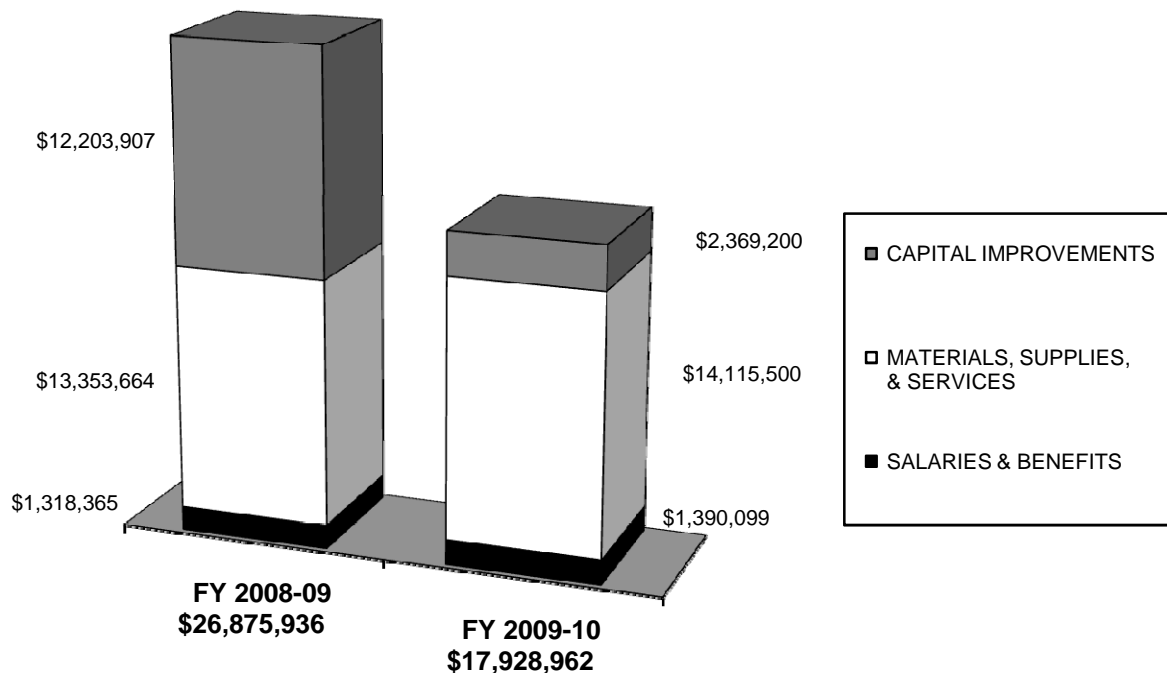
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	11.000	12.000	12.000	
Salaries & Benefits	\$ 1,830,120	\$ 1,318,365	\$ 1,390,099	\$ 71,734
Materials, Supplies, Services	12,806,947	13,353,664	14,115,500	761,836
Capital Improvements	3,771,169	12,203,907	2,369,200	(9,834,707)
TOTAL	\$ 18,408,236	\$ 26,875,936	\$ 17,874,799	\$ (9,001,137)

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Program

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, and Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

PROGRAM SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	4.000	
Salaries & Benefits	\$ 1,189,489	\$ 554,994	\$ 570,731	\$ 15,737
Materials, Supplies, Services	12,483,043	12,966,670	13,665,593	698,923
Capital Improvements	3,761,094	12,063,907	2,349,200	(9,714,707)
TOTAL	<u>\$ 17,433,626</u>	<u>\$ 25,585,571</u>	<u>\$ 16,585,524</u>	<u>\$ (9,000,047)</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Officer in Public Works, an Administrative Analyst II in Management Services, and 80% of one Information Systems Analyst III position.

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	1.900	1.900	1.900	
Salaries & Benefits	\$ 235,049	\$ 245,816	\$ 253,961	\$ 8,145
Materials, Supplies, Services	1,646,762	3,852,268	923,876	(2,928,392)
TOTAL	<u>\$ 1,881,811</u>	<u>\$ 4,098,084</u>	<u>\$ 1,177,837</u>	<u>\$ (2,920,247)</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 175,960	\$ 175,788	\$ 175,837	\$ 49
Materials, Supplies, Services	1,481,964	1,570,741	1,587,129	16,388
TOTAL	\$ 1,657,924	\$ 1,746,529	\$ 1,762,966	\$ 16,437

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

This section reimburses the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 137,849	\$ 133,390	\$ 140,933	\$ 7,543
Materials, Supplies, Services	9,030,413	7,543,661	11,154,588	3,610,927
Capital Improvements	3,760,905	12,063,907	2,349,200	(9,714,707)
TOTAL	\$ 12,929,167	\$ 19,740,958	\$ 13,644,721	\$ (6,096,237)

Water Reclamation & Sewer Fund

Sewer Maintenance Section

494PW23D

The Sewer Maintenance section video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	7.000	8.000	8.000	
Salaries & Benefits	\$ 640,631	\$ 763,371	\$ 819,368	\$ 55,997
Materials, Supplies, Services	323,904	386,994	449,907	62,913
Capital Improvements	10,075	140,000	20,000	(120,000)
TOTAL	\$ 974,610	\$ 1,290,365	\$ 1,289,275	\$ (1,090)

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		1.900	1.900	1.900	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 175,155	\$ 180,183	\$ 184,938	\$ 4,755
60006	Overtime		3,191	3,191	
60012	Fringe Benefits	59,835	62,442	65,832	3,390
60031	Payroll Adjustment	59			
		235,049	245,816	253,961	8,145
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	193,471	\$ 268,000	\$ 495,000	\$ 227,000
62140	Special Services	6,367	3,000	3,000	
62220	Insurance	118,534	118,534	132,531	13,997
62235	Services of Other Dept - Indirect	166,911	110,136	173,134	62,998
62240	Services of Other Dept - Direct	62,669	63,691	63,966	275
62300	Special Departmental Supplies	1,668	1,200	1,200	
62420	Books & Periodicals	224	200	200	
62475	F532 Vehicle Equipment Rental			17,936	
62485	F535 Comm Equip Rental	23,201	23,796	19,814	(3,982)
62496	F537 Computer Equip Rental	6,706	11,131	10,795	(336)
62755	Training	2,813	5,500	5,500	
62895	Miscellaneous	790	800	800	
63005	Depreciation - Building	1,061,408	3,246,280		(3,246,280)
63010	Depreciation - Infrastructure	2,000			
		1,646,762	3,852,268	923,876	(2,928,392)
PROGRAM TOTAL		\$ 1,881,811	\$ 4,098,084	\$ 1,177,837	\$ (2,920,247)

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		1,250	1,250	1,250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 130,789	\$ 131,037	\$ 129,904	\$ (1,133)
60012	Fringe Benefits	45,158	44,751	45,933	1,182
60031	Payroll Adjustment	13			
		175,960	175,788	175,837	49
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 23,873	\$ 26,000	\$ 26,000	
62170	Private Contractual Services	1,366,973	1,429,536	1,439,785	10,249
62235	Services of Other Dept - Indirect	41,110	50,065	54,163	4,098
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	28,756	40,850	42,150	1,300
62700	Memberships & Dues	21,331	22,515	22,515	
62755	Training		575	575	
62805	Purchased Power	(100)			
62895	Miscellaneous	21	200	200	
62496	F537 Computer Equip Rental			741	741
		1,481,964	1,570,741	1,587,129	16,388
PROGRAM TOTAL		\$ 1,657,924	\$ 1,746,529	\$ 1,762,966	\$ 16,437

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 99,954	\$ 100,233	\$ 105,515	\$ 5,282
60012	Fringe Benefits	37,882	33,157	35,418	2,261
60031	Payroll Adjustment	13			
		137,849	133,390	140,933	7,543
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 814,630	\$ 800,000	\$ 840,000	\$ 40,000
62085	Other Professional Services	163,319		200,000	200,000
62135	Governmental Services	1,084,071	2,365,740	3,062,800	697,060
62170	Private Contractual Services	2,258,441	2,362,707	2,410,695	47,988
62230	BWP Billing Service	864,122	679,728	872,801	193,073
62235	Services of Other Dept - Indirect	178,169	217,080	184,882	(32,198)
62316	Software & Hardware	6,582	12,000	12,000	
62415.0000	Uncollectible Receivables	73,719			
62415.1000	Uncollectible Receivables - Fee	318			
62420	Books & Periodicals	84	150	150	
62435	General Equip Maint & Repair	134,710	149,419	121,274	(28,145)
62470	F533 Office Equipment Rental	1,619			
62475	F532 Vehicle Equipment Rental			35,912	35,912
62496	F537 Computer Equip Rental			2,751	2,751
62735	Emissions & Permit Fees	76,484	90,000	90,000	
62755	Training	425	395	395	
62820	Bond Interest & Redemption	799,928	782,878	782,878	
62825	Bond Issuance Costs	10,397	69,600	69,600	
62830	Bank Service Charges	6,925	13,814	13,814	
62895	Miscellaneous		150	150	
63000	Deprec. Exp - Land Imprvmts	315,723		312,252	312,252
63005	Depreciation Expense - Bldg.	590,991		541,850	541,850
63010	Depreciation - Infrastructure	324,235		293,489	293,489
63015	Deprec. Exp - Mach & Eqmt	34,626		4,499	4,499
63020	Deprec. Exp - Other Facilities	1,260,990		1,286,794	1,286,794
63025	Deprec. Exp - Other Util Assets	15,602		15,602	15,602
63035	Depreciation Expense - Vehicles	991			
63045	Deprec. Exp - Other Non-Utility	13,312			
		9,030,413	7,543,661	11,154,588	3,610,927
CAPITAL IMPROVEMENTS					
15022.15734	Seismic Retrofit-Water Rec Plant		\$ 369,607		\$ (369,607)
15042.13650	Sanitary Sewer Rep. & Upgrades	4,575	900,000	900,000	
15042.14293	Water Rec Plant Oper Impvts	29,923	187,000	246,000	59,000
15042.15722	Equalization Basin Project	3,726,407	10,000,000		(10,000,000)
15052.15210	Hyperion Capital Construction		607,300	1,203,200	
		3,760,905	12,063,907	2,349,200	(9,714,707)
PROGRAM TOTAL		\$ 12,929,167	\$19,740,958	\$13,644,721	\$ (6,096,237)

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		7.000	8.000	8.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 396,273	\$ 470,813	\$ 496,831	\$ 26,018
60006	Overtime	23,542	32,261	32,261	
60012	Fringe Benefits	219,841	260,297	290,276	29,979
60015	Wellness Program	225			
60031	Payroll Adjustment	750			
		640,631	763,371	819,368	55,997
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 33,943	\$ 34,000	\$ 34,000	
62170	Private Contractual Services	8,617	42,000	42,000	
62235	Services of Other Dept - Indirect	185,782	136,762	216,702	79,940
62300	Special Departmental Supplies	11,715	22,000	22,000	
62380	Chemicals	4,842	10,625	10,625	
62435	General Equip Maint & Repair	13,538	41,238	41,238	
62475	F532 Vehicle Equipment Rental	53,725	86,474	38,090	(48,384)
62485	F535 Comm Equip Rental	4,912	5,681	4,695	(986)
62496	F537 Computer Equip Rental	2,415	2,514	2,955	441
62700	Memberships & Dues	474	1,400	1,400	
62755	Training		4,300	4,300	
63010	Depreciation - Infrastructure	3,941		3,062	3,062
63035	Depreciation Expense - Vehicle			28,840	28,840
		323,904	386,994	449,907	62,913
CAPITAL IMPROVEMENTS					
15042.16716	Trash Excluders	\$ 8,499	\$ 120,000		\$ (120,000)
15122.13647	Sewer Manhole Adjustment	1,576	20,000	20,000	
		10,075	140,000	20,000	(120,000)
PROGRAM TOTAL		\$ 974,610	\$ 1,290,365	\$ 1,289,275	\$ (1,090)

WATER REC & SEWER - OPERATIONS
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
SANT CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
		*	*	*
TOTAL STAFF YEARS	4.000 (4)	4.000 (4)	4.000 (4)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER REC & SEWER - MAINTENANCE
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000	1.000	1.000	
COLLECTION SYS LDWORKER	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMN	2.000	3.000	3.000	
SKILLED WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	7.000	8.000	8.000	
		*	*	*
TOTAL STAFF YEARS	7.000 (7)	8.000 (8)	8.000 (8)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board, continue to evaluate the existing fee structure for the DeBell Golf Course.

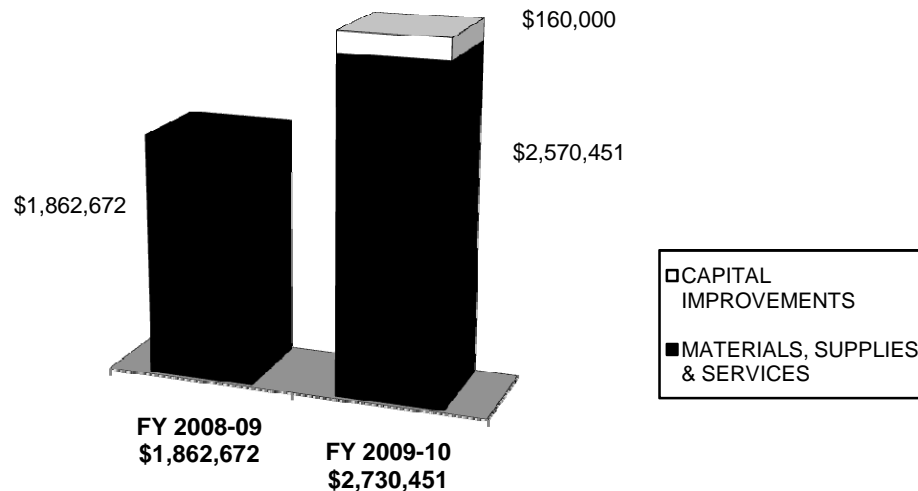
BUDGET HIGHLIGHTS

On January 5, 2009, construction on the newly renovated 13,760 square foot Clubhouse was completed and opened to the public.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,957,638	\$ 1,862,672	\$ 2,570,451	\$ 707,779
Capital Improvements	4,635,711		160,000	160,000
TOTAL	\$ 6,593,349	\$ 1,862,672	\$ 2,730,451	\$ 867,779

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2008-09	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 354,221	\$ 286,559	\$ 286,559	
62085	Other Professional Services	606,283	554,048	660,000	105,952
62170	Private Contractual Services	327,418	328,828	406,000	77,172
62215	Insurance Supplement	14,525	16,740	16,740	
62220	Insurance	20,781	17,614	19,694	2,080
62235	Services of Other Dept-Indirect	436,888	473,379	556,123	82,744
62240	Services of Other Dept - Direct	18,985	19,616	21,824	2,208
62300	Special Departmental Supplies	9,817	6,901	6,901	
62310	Office Supplies	5,060	5,187	5,187	
62440	Office Equip Maint & Repairs		2,000	2,000	
62450	Build Grounds Maint & Repairs	24,307	27,000	27,000	
62470	F533 Office Equipment Rental	563	563		(563)
62496	F537 Computer Equip Rental			331	331
62515	General Information		800	800	
62525	Photography		100	100	
62895	Miscellaneous	7,575	10,100	10,100	
63000	Depreciation Expense - Land	5,157		14,831	14,831
63005	Depreciation - Building	88,091	113,237	512,544	399,307
63010	Depreciation - Infr	15,372		3,192	3,192
63015	Depreciation - Mach	2,705		2,293	2,293
63040	Depreciation - Comp	19,890		18,232	18,232
		1,957,638	1,862,672	2,570,451	707,779
CAPITAL IMPROVEMENTS					
15012.13634	Land Improvements - Par 3	\$ 193,482			
15012.1905	Driving Range Irrig. Improvements			35,000	35,000
15012.1905	Driving Range Imp. - Holes 5&6			50,000	50,000
15012.1785	Renovations to Tee Boxes			75,000	75,000
15022.1364	Debell Clubhouse	4,427,229			
15032.1769	DeBell Temp Cart Charging	15,000			
		4,635,711		160,000	160,000
TOTAL		\$ 6,593,349	\$ 1,862,672	\$ 2,730,451	\$ 867,779

Refuse Collection & Disposal Fund

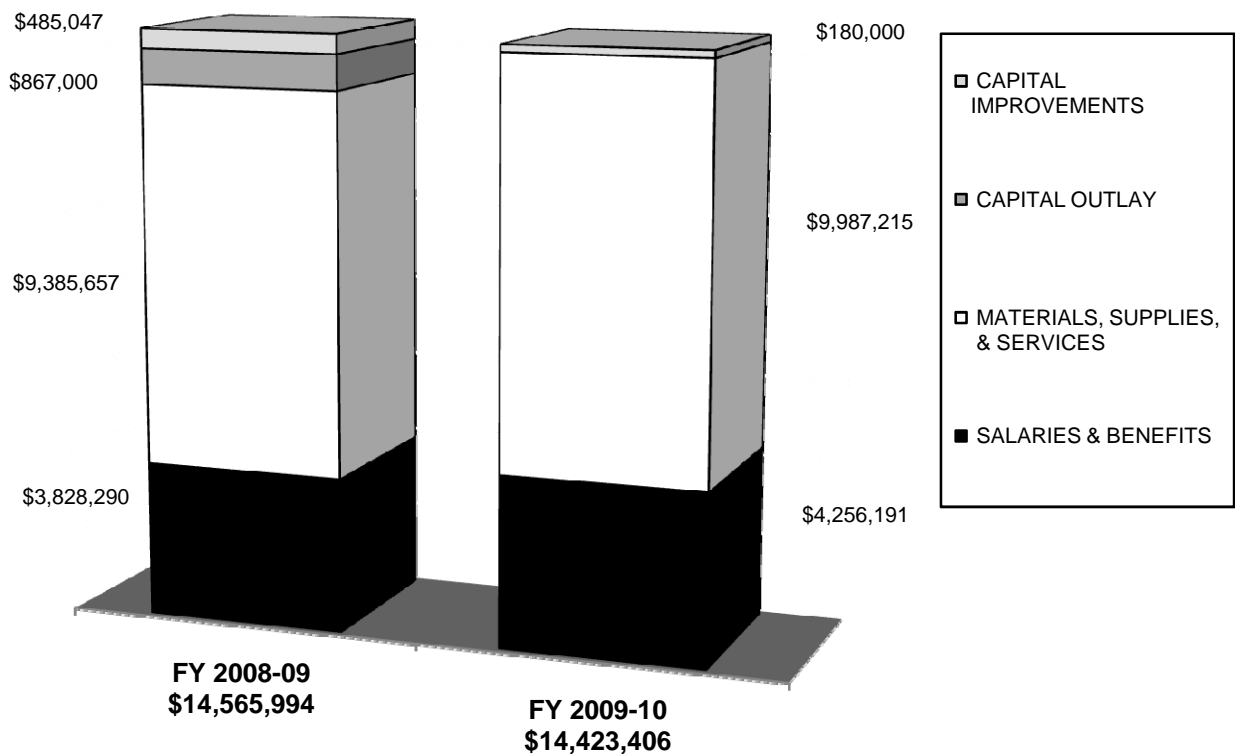
Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, which includes Landfill Engineering and Operations, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	45.743	45.743	47.743	2.000
Salaries & Benefits	\$ 3,701,263	\$ 3,828,290	\$ 4,256,191	\$ 427,901
Materials, Supplies, Services	8,753,420	9,385,657	9,987,215	601,558
Capital Outlay		867,000	-	(867,000)
Capital Improvements	50,439	485,047	180,000	(305,047)
TOTAL	\$ 12,505,122	\$ 14,565,994	\$ 14,423,406	\$ (142,588)

REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

CHANGES FROM PRIOR YEAR

The Staff Years and Salaries & Benefits budget includes the addition of a Senior Clerk position.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	36.743	36.743	37.743	1.000
Salaries & Benefits	\$ 2,790,795	\$ 2,936,509	\$ 3,182,686	\$ 246,177
Materials, Supplies, Services	5,131,096	5,567,053	5,947,011	379,958
Capital Outlay		42,000		(42,000)
Capital Improvements	50,439	300,000		(300,000)
TOTAL	\$ 7,972,330	\$ 8,845,562	\$ 9,129,697	\$ 284,135

Refuse Collection & Disposal Fund

Refuse Disposal Program

498PW31B

The Refuse Disposal section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Install composite liner on side slopes of active area of Landfill No. 3, per Federal Subtitle D requirements.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; and specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 526,870	\$ 509,464	\$ 556,444	\$ 46,980
Materials, Supplies, Services	2,609,727	2,493,953	2,683,014	189,061
Capital Outlay		825,000		(825,000)
Capital Improvements		37,547		(37,547)
TOTAL	\$ 3,136,597	\$ 3,865,964	\$ 3,239,458	\$ (626,506)

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues; operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

CHANGES FROM PRIOR YEAR

The Staff Years and Salaries & Benefits budget includes the addition of a Senior Administrative Analyst position.

SECTION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	5.000	1.000
Salaries & Benefits	\$ 383,598	\$ 382,317	\$ 517,061	\$ 134,744
Materials, Supplies, Services	1,012,597	1,324,651	1,357,190	32,539
Capital Improvements		147,500	180,000	32,500
TOTAL	\$ 1,396,195	\$ 1,854,468	\$ 2,054,251	\$ 199,783

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		36.743	36.743	37.743	1.000
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,755,525	\$1,884,465	\$1,997,975	\$ 113,510
60006	Overtime	20,136	39,167	39,167	
60012	Fringe Benefits	1,010,372	1,012,877	1,145,544	132,667
60015	Wellness Program	623			
60031	Payroll Adjustment	4,139			
		2,790,795	2,936,509	3,182,686	246,177
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services	1,000	14,000	14,000	
62170	Private Contractual Services	215,639	276,511	276,511	
62170.1001	Private Contractual Services	68,412			
62220	Insurance	47,414	47,414	53,012	5,598
62230	BWP Billing Service	797,987	769,471	971,125	201,654
62235	Services of Other Dept - Indirect	674,504	703,318	795,014	91,696
62240	Services of Other Dept - Direct	793,871	957,234	1,164,615	207,381
62300	Special Departmental Supplies	138,564	131,621	131,621	
62310	Office Supplies	2,387	3,000	3,000	
62405	Uniform & Tool Allowance	10,114	16,000	16,000	
62415	Uncollectible Receivables	45,390			
62415.1000	Uncollectible Receivables - Fee	318			
62435	General Equip Maint & Repair	600	1,530	1,530	
62440	Office Equip Maint & Repair		300	300	
62470	F533 Office Equipment Rental	597	597	597	
62475	F532 Vehicle Equipment Rental	1,272,958	1,451,142	1,496,035	44,893
62485	F535 Comm Equip Rental	115,337	103,784	88,723	(15,061)
62496	F537 Computer Equip Rental	6,654	6,105	8,745	2,640
62700	Memberships & Dues	535	756	756	
62755	Training	1,350	5,159	5,159	
63000	Depreciation Expense - Land	105,003		2,473	2,473
63005	Depreciation Expense - Building	250,669		311,474	311,474
63010	Depreciation Expense - Infr	4,750		4,750	4,750
63015	Depreciation Expense - Mach	2,073		2,073	2,073
63035	Depreciation Expense - Veh	574,970	1,076,784	597,171	(479,613)
		5,131,096	5,567,053	5,947,011	379,958
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 42,000		\$ (42,000)
			42,000		(42,000)
CAPITAL IMPROVEMENTS					
15022.15718	Buildings - Work In Progress	\$ 50,439			
15042.18409	Refuse Truck Arm Assy		300,000		(300,000)
		50,439	300,000		(300,000)
PROGRAM TOTAL		\$ 7,972,330	\$8,845,562	\$9,129,697	\$ 284,135

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 336,209	\$ 328,838	\$ 352,882	\$ 24,044
60006	Overtime	22,255	19,977	19,977	
60012	Fringe Benefits	167,610	160,649	183,585	22,936
60031	Payroll Adjustment	796			
		526,870	509,464	556,444	46,980
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 87,499	\$ 85,000	\$ 85,000	
62135	Governmental Services	110,109	125,000	125,000	
62140	Special Services		3,000	3,000	
62170	Private Contractual Services	483,647	700,000	700,000	
62225	Custodial Services	177			
62235	Services of Other Dept - Indirect	108,270	99,409	139,500	40,091
62300	Special Departmental Supplies	12,397	15,000	15,000	
62405	Uniform & Tool Allowance	1,719	2,000	2,000	
62430	Auto Equip Maint & Repair	8			
62475	F532 Vehicle Equipment Rental	425,821	485,007	493,692	8,685
62485	F535 Comm Equip Rental	145	34	34	
62496	F537 Computer Equip Rental	1,109	1,140	1,239	99
62700	Memberships & Dues	686	800	800	
62710	Travel	1,108	2,000	2,000	
62755	Training	1,303	3,000	3,000	
62820	Bond Interest & Redemption	547,648	499,043	499,043	
62825	Bond Issuance Costs	26,204	44,920	44,920	
62830	Bank Service Charges	4,500	3,600	3,600	
62920	Trust Fund Set Aside	608,613	425,000	425,000	
63000	Depreciation Expense - Land	183,683		136,544	136,544
63035	Depreciation Expense - Veh	5,081		3,642	3,642
		2,609,727	2,493,953	2,683,014	189,061
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 825,000		\$ (825,000)
			825,000		(825,000)
CAPITAL IMPROVEMENTS					
15032.16781	Seismic Retrofit Refuse Locker		37,547		(37,547)
			37,547		(37,547)
PROGRAM TOTAL		\$ 3,136,597	\$3,865,964	\$3,239,458	\$ (626,506)

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		4.000	4.000	5.000	1.000
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 265,591	\$ 263,775	\$ 356,727	\$ 92,952
60006	Overtime	2,686	4,000	4,000	
60012	Fringe Benefits	115,321	114,542	156,334	41,792
		383,598	382,317	517,061	134,744
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 204			
62135	Governmental Services	563			
62170	Private Contractual Services	715,806	970,000	970,000	
62170.17203	Fld Services- City/County Grant	16,217			
62170.17391	Used Oil Recycling Grant	8,822			
62170.17534	Oil Block Grant 13th Cycle	125			
62170.18406	Oil Block Grant 14th Cycle		27,000		(27,000)
62170.19011	Oil Block Grant 15th Cycle			27,000	27,000
62170.17535	Dept. Conserv., City/Co. Grant	616			
62170.18407	Dept. Conserv., City/Co. Grant		28,000		(28,000)
62170.19012	Dept. Conserv., City/Co. Grant			28,000	28,000
62170.18408	Pop Up Repairs		20,000	20,000	
62235	Services of Other Dept - Indirect	188,121	156,746	185,798	29,052
62300	Special Departmental Supplies	40,130	55,800	55,800	
62310	Office Supplies	15,809	26,300	26,300	
62405	Uniform & Tool Allowance	1,805	500	500	
62420	Books & Periodicals	276	600	600	
62440	Office Equip Maint & Repair	29	350	350	
62475	F532 Vehicle Equipment Rental	3,266	3,880	4,987	1,107
62485	F535 Comm Equip Rental		10,946	10,024	(922)
62496	F537 Computer Equip Rental	5,244	5,369	4,916	(453)
62700	Memberships & Dues	1,975	6,500	6,500	
62710	Travel		2,160	2,160	
62755	Training	2,405	2,000	2,000	
62895	Miscellaneous	5,156	8,500	8,500	
63005	Depreciation	1,699		1,699	1,699
63015	Depreciation Expense - Mach	2,273			
63035	Depreciation Expense - Vehi	2,056		2,056	2,056
		1,012,597	1,324,651	1,357,190	32,539
CAPITAL IMPROVEMENTS					
15022.16678	Rpl Recycle Cntr Concrete Pad			\$ 75,000	75,000
15022.16679	Recycle Cntr WH Ventilation		50,000		(50,000)
15022.16681	Recycle Cntr Bldg Wash/Paint			80,000	80,000
15022.16683	Recycle Cntr Lunch Cntr Impr		7,500		(7,500)
15022.16684	Recycle Cntr Roof & Skylight		10,000		(10,000)
15022.18425	Recycle Cntr Admin Bldg HVAC		30,000	25,000	(5,000)
15022.18426	Recycle Cntr Improvements		50,000		(50,000)
			147,500	180,000	32,500
PROGRAM TOTAL		\$ 1,396,195	\$1,854,468	\$2,054,251	\$ 199,783

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SR SANITATION SUPV	1.000	1.000	1.000	
SANITATION SUPV	1.000	1.000	1.000	
SANITATION LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SR ADMINISTRATIVE ANALYST			1.000	1.000
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
REFUSE UTILITY WKR	2.000	2.000	2.000	
SANITATION WORKER	24.000	24.000	24.000	
SR CLERK	2.000	2.000	3.000	1.000
SR SECRETARY	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	43.000	43.000	45.000	2.000
Part Time	*	*	*	
SANITATION WORKER	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
TOTAL PART TIME	2.743 (9)	2.743 (9)	2.743 (9)	
	*	*	*	
TOTAL STAFF YEARS	45.743 (52)	45.743 (52)	47.743 (54)	2.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.